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28 Dec 88
SIO 88-2718

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MEMORANDUM FOR:  Focal Point Officer

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FROM: 

Manpower and Reserve Affairs Branch
Plans and Operations Group
Systems Integration Office

SUBJECT: Program Completion Processing

1. In order to complete the full circle of Surgee processing, and perhaps more importantly, to identify vacant billets, it is necessary to know as promptly as possible when a Surgee is leaving the program. In order to expedite that information it is requested that the attached form be xeroxed and used.

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2. When the form is received by this office and upon your recommendation, a certificate and letter of appreciation will be prepared and signed by  Special Assistant for Emergency Planning, Intelligence Community Staff. These will be forwarded to you for appropriate presentation.

3. Additionally, the Surgee's program-related clearances will be debriefed and his medical file closed. You may be requested to assist in this process.

4. It is hoped that by using the attached form appropriate data bases and records can be kept up to date, thus making the program more efficient. Your assistance is appreciated.

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Attachment:
as stated

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(When filled in)

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MEMORANDUM FOR:

SIO/POG/MRAB
Central Mail Room
GB-31 Headquarters

FROM: Focal Point

SUBJECT: Program Termination

Please delete _____, SSN: _____
from Position No, _____ Title: _____
effective _____.

Nominated for this position is:

Name: _____

SSN: _____

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(When filled in)